

30 November 1953

OFFICE OF COMMUNICATIONS ORDER NO. 23-53

SUBJECT: Communications Career Service

RECISSION: Office of Communications Order 24-52 dated 21 July 1952

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1. General

This order defines the over-all policy, organizational structures and procedures within the Office of Communications for administering the Career Service established under CIA Regulation

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2. Policy

The Communications Career Service is open to all staff employees and staff agents of the Office.

3. Organization

The Office of Communications Career Service comprises a group of specially qualified individuals who desire to devote themselves permanently to performance of communications functions in the intelligence service of the United States Government, and who are willing to accept the obligations and conditions in that service which are essential to the planning, establishment, operation and maintenance of the classified electronic communications facilities of this Agency.

4. Career Service Board

The Office of Communications Career Service Board is composed of the following individuals:

a. The Assistant Director and the Deputy Assistant Director for Communications, ex officio.

b. A chairman and two members selected from among the staff or division chiefs and their alternates.

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- c. Executive secretary, an Administrative Staff member (non voting).
- d. Communications Training Officer (non voting).
- e. Secretary to the Board (non voting).

5. Board Responsibilities and Functions

It is the responsibility of the Office of Communications Career Service Board to:

- a. Advise the Assistant Director for Communications on matters affecting career management in this Office.
- b. Monitor the application and functioning of the Career Service program within the Office of Communications including:

- (1) The system of rotation within the Office of Communications.

- (2) Scheduling a periodic review of all individuals assigned to communications duties to insure that they are not overlooked for warranted promotion.

- (3) Participation in the development and execution of rotation assignments of communications career employees to other parts of the Agency, insuring that they are not overlooked for warranted promotion.

- (4) Executing relevant decisions of the Central Intelligence Agency Career Service Board and making recommendations to that Board for improvement of the Career Service.

- (5) Sponsoring and developing Career Service in the Office of Communications and reporting periodically on progress of this sponsorship to the CIA Career Service Board.

- (6) Reviewing personnel evaluation reports and proposed plans for the utilization, development or separation of career employees.

- (7) Insuring that career employees on rotation from other parts of the Agency are assigned duties providing experience commensurate with the objectives of their rotation plan and that semi-annual personnel evaluation reports on these employees are submitted to the sponsoring component.

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(8) Reviewing conditions of service and duty and making recommendations based on that review to the CIA Career Service Board concerning working conditions and benefits that would serve to strengthen morale and increase esprit de corps.

(9) As required by the Assistant Director for Communications, review files of prospective employees of the Office of Communications in order to assure acquisition of individuals having potential on a long-range basis as career employees in this office.

c. Supervise supporting groups or boards having assigned duties and responsibilities in connection with the Career Service Board.

#### 6. Scope of Action Authority

Authority for action within the Career Service Board system for the Office of Communications is as follows:

a. Recommendations for action made by the Career Service Board are subject to concurrence by the Deputy Assistant Director for Communications, and approval by the Assistant Director for Communications.

b. Rotation and promotion of individuals holding grades below GS-7 will be handled by administrative action subject to review by the Career Service Board.

c. Rotation and promotion of individuals holding grades GS-7 through 12 will be reviewed by the Career Service Board.

d. Rotation and promotion of individuals holding Grade GS-13 and above will be reviewed by an ad hoc committee convened by the Assistant Director for Communications.

e. Permanent assignment of individuals to positions GS-11 and above will be reviewed by the appropriate Board or Committee.

f. Promotions will be based on qualifications and demonstrated ability to perform work in an approved available position at the higher grade. Grade promotions steps are approved for use in this Office as follows:

GS 2 to 3	GS 6 to 8	GS 10 to 11
GS 3 to 4	GS 7 to 8	GS 11 to 12
GS 4 to 5	GS 7 to 9	GS 12 to 13
GS 4 to 6	GS 8 to 9	GS 13 to 14
GS 5 to 6	GS 8 to 10	GS 14 to 15
GS 5 to 7	GS 9 to 10	GS 15 to 16
GS 6 to 7	GS 9 to 11	GS 16 to 17
		GS 17 to 18

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g. Individuals will not be rotated to a slot the grade of which is more than two grades higher than that held by the individual.

7. Approved Forms

The following forms are approved for Board rotation and promotion actions within the Office of Communications:

- a. Attachment I, Home Leave and Reassignment Request.
- b. Attachment II, Career Service Board Action.

8. Board Review Schedule

a. Rotation assignment action will be initiated six months prior to the end of a duty tour.

b. Individuals will be considered for promotion in accordance with listings for each grade group arranged in order of anniversary date of grade. The review cycle for each grade group is established as follows:

Grades 2, 3, and 4	- 6 mos.
Grades 5 and 6	- 9 mos.
Grades 7 and 8	- 12 mos.
Grades 9 and 10	- 15 mos.
Grade 11	- 18 mos.
Grades 12 and 13	- 24 mos.
Grade 14	- 36 mos.
Grade 15	- 48 mos.

c. Extra-schedule rotation and promotion recommendations will be considered on an ad hoc basis when justification submitted for such action is approved by a majority of the Board membership.

d. Initial assignments overseas for new employees Grade 8 and below, including graduates of the Communications school will be made by the appropriate division or staff.

9. Administration

a. The Administrative Officer is responsible for providing essential information which will insure efficient handling of rotation and promotion review actions by the Board and ad hoc committees including:

- (1) A table of organization for the Office including personnel assignments.

(2) A listing of individuals holding Grades 2 through 15 in order of anniversary date of grade within each grade series.

(3) A record of priorities for the filling of vacant positions.

(4) Six months prior to the end of an overseas tour the Administrative Officer will provide the following information on the individual subject to rotation:

(a) Assignment preferences to be submitted by the employee.

(b) Supervisor evaluation of the employee.

(c) Evaluation by the Chief of the Area or Station concerned.

b. Rotation and promotion actions prepared for Board review under authority 6 b. will be processed in memorandum form, including, as attachments thereto, supporting justification for the action recommended.

c. Rotation and promotion actions prepared in accordance with the authority under 6 c. and d. and the schedule under 8 a. and b. will be made on a standard form providing for rotation or promotion as appropriate, made up in two parts:

(1) Part I will include data on the present station and the proposed station in the case of rotation recommendations. It will include present grade, date of grade, the T/O slot including grade of that slot, the proposed grade and slot, calendar months in grade, age of the individual, number and age of dependents, education beyond high school level including military training, and employment history including military service.

(2) Part II of this standard form action will include rotation or promotion recommendations as appropriate by the division or staff chief. This portion of the action will provide convenient check-off facilities to insure that appropriate training records and personal evaluation reports have been reviewed. Further, it will provide for concurrences by the Board members and the Deputy Assistant Director for Communications, and approval by the Assistant Director for Communications.

d. Instructions on Preparation of Actions for Board  
or Ad Hoc Committee Review

The following instructions are issued to assist Division and Staff Chiefs in the preparation of actions for review by the Career Service Board and by Ad Hoc Committees:

(1) The Administrative Officer will complete the appropriate data under Part I of the standard form.

(2) The standard form will be forwarded to the appropriate Division or Staff for completion of the recommended action.

(3) The appropriate Division or Staff Chief will complete the rotation or promotion recommendations in Part I as appropriate and will complete the recommendation portion of Part II in the standard form.

(4) The following factors will be carefully considered as appropriate and fully developed in discussions supporting rotation recommendations and position assignments:

- (a) Needs of service.
- (b) Career development for the individual.
- (c) Desirability of retaining individual under his present cover.
- (d) Individual's preferences for reassignment.
- (e) Area chief's recommendations.
- (f) Present supervisor's comments.
- (g) Number and age of dependents
- (h) School facilities at proposed station.

(5) The following factors should be carefully considered and fully developed in discussion justifying promotion recommendations:

- (a) Individual's performance of duty as related to the duties and responsibilities of his position.
- (b) Slot availability.

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(c) Individual's growth potential for increased responsibility.

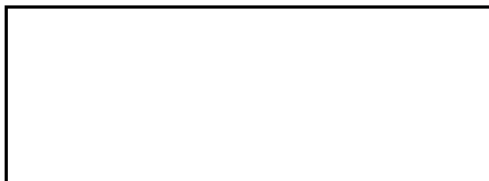
(d) The content of Part I data and the Personnel Evaluation Report.

(e) Recommendations by supervisors and Division or Area Chiefs.

(6) The action will be returned to the Administrative Officer for scheduling on the Board agenda.

(7) (a) Division or Staff Chiefs may initiate extra-schedule review for promotion of an individual by submission of a request for such action to the Administrative Officer. Upon receipt of this request, the Administrative Officer will prepare the appropriate Part I data in the standard form and return this form to the appropriate Headquarters Division or Staff for formal submission to the Board.

(b) Area Chiefs may initiate an extra-schedule review for promotion of an individual by submission of an official dispatch justifying their recommendations. Upon receipt of this dispatch, The Administrative Officer will prepare the appropriate Part I data in standard form and forward this form to the appropriate Headquarter Divisions or Staff for formal submission to the Board.



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Attachments (2)

Distribution #5

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ATTACHMENT #1

Date \_\_\_\_\_

TO: Chief \_\_\_\_\_  
(Area or Station)

FROM: \_\_\_\_\_  
(Employee)

SUBJECT: Home Leave and Reassignment, Request for

I. Items for Preparation of Travel Order

- (a) Estimated date of departure: \_\_\_\_\_
- (b) Destination of Traveler (Legal Address): \_\_\_\_\_  
\_\_\_\_\_
- (c) Desired Mode of Transportation: \_\_\_\_\_
- (d) Desired Route of Travel, and requested stop-overs en route: \_\_\_\_\_  
\_\_\_\_\_
- (e) Names, relationship and ages of dependents accompanying traveler: \_\_\_\_\_  
\_\_\_\_\_
- (f) Date employee arrived in field on present tour: \_\_\_\_\_
- (g) Amount of annual leave taken since above date: \_\_\_\_\_
- (h) Amount of accumulated annual leave: \_\_\_\_\_
- (i) Consultation at Hdqs. prior to Home Leave may be authorized.
- (j) Shipment of effects (If assignment to be PCS Wash., effects will be shipped to \_\_\_\_\_ if assignment to be TDY Wash. and reassignment to Field, effects will be held at station pending determination of assignment).

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II. Items for Determination of Reassignment

- (a) What is your preference for reassignment? Specify type of position and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) What duties have you performed and at what posts have you served during your present tour: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

ATTACHMENT #1 (CONT)

III. To be completed by Supervisor

- (a) Have employee's conduct and service been satisfactory in all respects during present field assignment? \_\_\_\_\_  
\_\_\_\_\_
- (b) Has employee striven for self-improvement? Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) What is your recommendation for reassignment of employee?  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

IV. Reviewing Officer's Comments (To be completed by Area Chief or Deputy Area Chief)

- (a) Do you concur in the above statements? \_\_\_\_\_  
\_\_\_\_\_
- (b) What is your evaluation of employee's past service and potential utilization by Communications? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

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